

**Office of Financial Institutions**  
**HANDICAPPED PERSONS, DISABLED VETERANS,**  
**AND VETERANS OF THE VIETNAM ERA**

**I. POLICY**

The Office of Financial Institutions will not discriminate against any veteran of the Vietnam Era, disabled veteran, or handicapped person in regard to any position for which the employee or applicant for employment is qualified. Affirmative Action will be taken to employ, advance in employment and otherwise treat qualified disabled veterans, veterans of the Vietnam Era and handicapped persons without discrimination based upon their disability or veterans status in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation and selection for training.

**II. PROCEDURE**

- A. Employees and applicants for employment who are disabled veterans, veterans of the Vietnam Era and handicapped persons are requested to voluntarily identify themselves as such to the Human Resource Division. This information will be kept confidential with the following exceptions:
  - 1. Supervisors and managers may be informed regarding restrictions on the work or duties of handicapped persons and regarding necessary accommodations.
  - 2. First aid and safety personnel may be informed when and, to the extent appropriate, if the condition might require emergency treatment.
  - 3. Government officials investigating compliance with the Act shall be informed.
- B. Refusal to provide this information will not subject the applicant or employee to any adverse treatment.
- C. Any person having a question concerning equal employment opportunity and/or affirmative action for disabled veterans, veterans of the Vietnam Era and disabled persons may contact the Human Resource Manager at 225/925-4522.

APPROVED BY:

  
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John Ducrest, CPA  
Commissioner